WebAdMIT Application Review Process Manual

Accessing WebAdMIT

- Log In to myCoyote:
 - Navigate to <u>myCoyote</u> and log in.
 - Go to "Administrative Systems" and select the "WebAdMIT" tile.

• • • • • • • • • • • • • • • • • • • •	Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more		WebAdMIT	WebAdMIT Tools to retrieve and review your graduate program applications in Cal State Apply.
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• Navigating the Dashboard:

- Ensure you are in the correct "**Organization**" (*Graduate, Credential, or Extension*) and "**Cycle**" using the top-right drop-down box.
- View applications by "Local Status" on the dashboard. Click the Cal State Apply logo to return to the dashboard at any time.

- CAL STATE - APPLY				California	It Dashboard Account Logout Cal State Apply / San Bernardino Graduate (2024 - 2025) > > >		
▼ Applicants	Dashboard						
Search	▶ Transfer Se	ettings from Previous S	etup				
Search Assignments		Submitted Designation	S		3296 None 22 Incomplete - Missing Transcripts		
	Name	Cal State Apply ID	Designation	Date Submitted	5 Incomplete - Work in Progress		
Search Interviews	Carrillo Je		General Second Bachelor's Degree (Fall)	May 21, 2024	7 Incomplete - Domestic Students		
	ournilo, oo				0 Queue - Transcripts Prescreened		
Clipboard	Otero, Flor		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024	2 Pre-Processing Decision (Grad Studies Use Only)		
	AKTER, R		Business Administration - Management (Fall)	May 21, 2024	0 Pre-Processing Decision Ready (Grad Studies Use Only)		
In Progress Applicants					9 Request for Appeal		
	Gurbanov,		Information Systems and Technology - Cyber Security (Fall)	May 21, 2024	0 Early Summer Start		
On Hold Applicants	Coleman, I		RN to BSN Concurrent Enrollment Pathway (PostBac) (Fall)	May 21, 2024	159 Ready for Department Review		
					0 Ready for Department Review (DEFERRED)		
Undelivered Applicants	← Prev 1 2 3 4 5 6 7 8 9 451 452 Next →				3 Pending Program Materials		
					53 Ready for Faculty Review		
Search Correspondence	Recently Updated Applicants				1 Ready for Committee Review		
Search conespondence	7.1 11				0 Ready for Interview		
	Recent Sta	itus Changes			21 Reviewed - On Hold		
Add Direct Applicant					10 Reviewed - Admitted		
					0 Accept - Classified		
Applicant Lists					0 Accept - Conditionally Classified		
					1 Denied		
Reports & Exports					3 Student Declined		
					2 Application Withdrawn		
					593 Admitted in PS (Grad Studies Use Only)		
Management					0 Admitted in PS (DEFERRED)		
					364 Denied in PS (Grad Studies Use Only)		
▼ Help					67 Student Declined in PS (Grad Studies Use Only)		
					14 Application Withdrawn in PS (Grad Studies Use Only)		

Finding Applicants/Reviewing Applications

- Search for Applicants:
 - Click "Applicants" then "Search."
 - Search by Local Status, such as "Ready for Department Review."

041 07475			Dashboard Account Logout
APPLY			Cal State Apply / San Bernardino Graduate (2024 - 2025) 🗸
		California State University San Bo	ernardino Graduate 2024 - 2025 Cycle Admissions
▼ Applicants	Search Applicants	Hide Filters	Sort Results About Searching Applicants
Search	Active Filters: None Last Name	Application Status	WebAdMIT offers several search pages for you to quickly search and filter
Search Assignments	First Name	Local Status	page is where you can conduct a general
Search Interviews	Cal State Apply ID	Decision Code	search.
Clipboard	State/Province v Email Address	Designation Submitted Date	Review the <u>Searching for</u> <u>Applicants</u> documentation in the <u>WebAdMIT Help</u>
In Progress Applicants	Applicant Type	Application Last Changed On	<u>Center</u> for more information on how to work with this feature.
On Hold Applicants	Applicant Specific Deadline	Reviewer v	
Undelivered Applicants	Start Term v	Preferred Phone Number	
Search Correspondence	Search Reset Criteria		
Add Direct Applicant			

 Alternatively, click "Ready for Department Review" on the right-hand side menu for a list of applications ready for review.

	İ.	Dashboard	Account	Logout
Cal State Apply	San Bern	ardino Gradua	ite (2024 - 2	2025) ~

ate University | San Bernardino Graduate | 2024 - 2025 Cycle | Admissions

• Desig	nations by Local Status
3293	None
23	Incomplete - Missing Transcripts
5	Incomplete - Work in Progress
7	Incomplete - Domestic Students
10	Queue - Eligible for Consideration
0	Queue - Transcripts Prescreened
2	Pre-Processing Decision (Grad Studies Use Only)
0	Pre-Processing Decision Ready (Grad Studies Use Only)
9	Request for Appeal
0	Early Summer Start
159	Ready for Department Review
0	Ready for Department Review (DEFERRED)
111	Pending Program Materials
111 3	Pending Program Materials Pending Faculty Review
111 3 53	Pending Program Materials Pending Faculty Review Ready for Faculty Review
111 3 53 1	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review
111 3 53 1 0	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview
111 3 53 1 0 21	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold
111 3 53 1 0 21 10	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Interview Ready for Interview Reviewed - On Hold Reviewed - Admitted
111 3 53 1 0 21 10	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified
111 3 53 1 0 21 10 0 0	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified Accept - Conditionally Classified
111 3 53 1 0 21 10 0 0 0 1	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified Accept - Conditionally Classified Denied
111 3 53 1 0 21 10 0 0 10 1 0	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified Accept - Conditionally Classified Denied Denied – Contact for Program Change
111 3 53 1 0 21 10 0 0 0 1 1 0 3	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified Denied Denied – Contact for Program Change Student Declined
111 3 53 1 0 21 10 0 0 1 1 0 3 3 2	Pending Program Materials Pending Faculty Review Ready for Faculty Review Ready for Committee Review Ready for Interview Reviewed - On Hold Reviewed - Admitted Accept - Classified Denied Denied – Contact for Program Change Student Declined Application Withdrawn

• Accessing Applications:

• Click the student's name to open their application.

← Prev	1 2 3 4 5 6 Next –	→				
	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
	Vang, Victoria		Biology (Fall)	O Complete	Ready for Department Review	None

Application Sections

- Documents:
 - There are several tabs that include the full application PDF, unofficial transcripts, program materials, and other supporting documents.
 - Download the application using the "Full Application PDF" link.

 Documents 			
Applications (1) Transcripts (1) Applicant Uploade	d Documents Application Level (0)	Applicant Uploaded Documents Prog	gram Level (2) Admissions Uploaded Documents (2)
Document	Designation	Received	Last Printed Date
The Full Application PDF	Biology (Fall)	May 15 2024	-

• GPA Summary:

- The "Graduate Applicant GPA Summary Worksheet" is available in the "Admissions Uploaded Documents" tab.
- Additional documents uploaded by the office will be under "Admissions Uploaded Documents."

▼ Documents		
Applications (1) Transcripts (1) Applicant Uploaded Documents Application Leve	el (0) Applicant Uploaded Documents Program	Level (2) Admissions Uploaded Documents (2
Attached Document Name	Upload Date	Uploaded By
GPA Summary 🗙 🚽	May 15 2024	Cecilia Farmer
Evaluation Transcripts 🗙	May 15 2024	Kimberly De Leon
Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt		
Upload File		

		CALIFORNIA ST		IO IO		Clear Form
	Graduate	Office of Gra	A Summar	es y Worksheet	L.	77
Adding Alternate Program	Adding Maste	r's to Current Pla	in Inte	rnational Studen	Nursing	Pre-Admit
Vang, Victoria			1			2248
Student Name				Student ID		Term
Biology						
Master's			Credential			
Degrees/Dates earned						
CSUSB						
Degree Pending			English Profi	ciency Requireme	nt	
College Institutio	ons Attended	Dates	GPA Units	Units Earned	Grade Points	GPA
CSUSB		20-24	112	119	400.6	3.58
						-
POST BACCALAUREATE	CUMULATIVE GPA		112	119	400.6	3.58
	CUMULATIVE GPA		0	0	0	
Last 60	Semester Units GPA		GPA Units	Units Earned	Grade Points	GPA
	Post	Undergraduate Baccalaureate	-			
Cecilia Farmer	v	05/15/24			~	
Evaluator	D	ate	International	Admissions Evalu	uator I	Date

• Evaluations:

• Completed recommendation letters and evaluator details are in the "Evaluations" Section.

v Evalua	tions								
Evaluations									
Document	Designation	Letter Type	Evaluation Status	Received Date	Evaluator	Evaluator Details	Overall Recommendation	Evaluation Details	Last Printed Date
Evaluation	Biology	-	O Completed	May 15 2024	David Rhoads	Evaluator Details	Highest	Evaluation Details	-
Distance Interest Evaluation	Biology	-	O Completed	Apr 25 2024	Angela Horner	Evaluator Details	Highest	Evaluation Details	-
Discrete Evaluation	Biology	-	O Completed	Apr 24 2024	David Smith	Evaluator Details	Highest	Evaluation Details	-

- Emails:
 - o Track previous email communications and send new emails directly from WebAdMIT.
 - Replies will go to your CSUSB email.

Emails	
▶ Your Application Deadline is Coming Up	May 8 2024 from Bianca Perez Ortiz
▶ Your Application Deadline is Coming Up	Apr 30 2024 from Graduate Recruitment
New Email	

Making a Decision

• Changing Local Status:

- Update the local status in the "Designations" section to one of the following:
 - Accept Classified
 - Accept Conditionally Classified
 - Denied
 - Student Declined
 - Application Withdrawn

 Designat 	ions							
Designations	Applicant Eligibility Redirect							
							Redirect A	pplicant
			Decision	Application	Submitted		Last	
Designation	Local Status		Code	Status	Date	Completed	Exported	Details
Biology (Fall)	Ready for Department Review	~	ginus	O Complete	May 15 2024	May 15 2024	-	Details
	Pending Program Materials	_						
	Accept - Classified							
Scoring	Accept - Conditionally Classified							
	Denied							
 Assignment 	Student Declined							
New Assignm	Application Withdrawn							

• Providing Conditions or Reasons:

- For conditional admissions or denials, add details in the "Notes" section.
- If admitting a student who applied to both a master's and credential program, provide:
 - Credential Status number
 - Credential Class number
 - Single Subject Matter Area number

▼ Notes			
No notes entered.			
New Note	•		

*** <u>Note</u>: Do not admit students who are not in "**Ready for Department Review**" status. ***

Post-Review Process

- After entering your decision, graduate admissions evaluators will update PeopleSoft accordingly.
- Students will receive an official email regarding the admissions decision the following day.
- If students wish to appeal the initial admission decision, they must follow the <u>appeal instructions</u> and submit the <u>Graduate Admission Appeal Form</u> within <u>15 days</u> of receiving the denial notification.

Sending Batch Emails

This feature will facilitate communication with in-process applications when programs seek to engage in recruitment efforts or provide information sessions.

- Search Applicants:
 - Use "Search applicants" to find "In Progress" applicants. These applications are not yet finalized in Cal State Apply and will not be processed until the application fee is paid.

Applicants	Search Applicants Active Filters: None		Hide Filters Sort Results 🗸		
Search	Last Name	Application Status	~ —		
Search Assignments	First Name	Local Status	~		
Search Interviews	Cal State Apply ID	Decision Code	~		
	State/Province	Designation Submitted Date			
Clipboard	Email Address	Designation	~		
In Progress Applicants	Applicant Type	Application Last Changed On			
On Hold Applicants	Applicant Specific Deadline	Reviewer	~		
	Start Term	Preferred Phone Number			
Undelivered Applicants	Secret Devel Origin				
Search Correspondence	Search Reset Criteria				

• Compose and Send Email:

o Click "Search Actions" and select "Email Checked Applicants."

Search Applicants		Hide Filters Search Actions The Search Actions
Active Filters: Application Status equals 'In Progress'		Add Checked Applicants to Clipboard
		Assign Checked Applicants
Last Name	Ar	Interview Checked Applicants
First Name	Lc	Change Checked Applicants' Status
Cal State Apply ID	D	Clear Last Printed Date for ALL Docs for Checked Applicants
State/Province	D	Email Checked Applicants
Email Address	D	Clear Last Exported Date Timestamp for Checked Applicants
Applicant Type	A	Update Custom Fields for Checked Applicants
Applicant Specific Deadline	Re	Save Search Results as List

• Select "CSUSB Template" and compose the email. Ensure to fill in the "Subject" field.

New Emai	I
To:	"Theophilus Mensah"
	"Conner R. Crosby" <
	"Motahare Mirzaee" <
	and 9 more
	Applicants will not be visible to each other.
Cc:	□ Myself
	CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu></gradadmissions@csusb.edu>
	CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu></gradrecruitment@csusb.edu>
	CSUSB International Admissions CSUSB International Admissions <international@csusb.edu></international@csusb.edu>
Bcc:	□ Myself
Reply-To:	 Myself
	CSUSB Graduate Admissions CSUSB Graduate Admissions <gradadmissions@csusb.edu></gradadmissions@csusb.edu>
	CSUSB Graduate Recruitment CSUSB Graduate Recruitment <gradrecruitment@csusb.edu> CSUSB International Admissione CSUSB International Admissione <international@csusb.edu></international@csusb.edu></gradrecruitment@csusb.edu>
Template:	
iempiate.	CSUSB Template
Subject:	Your Application
Deite eite u	
Priority:	Normal ~
Attachments	Add Attackment
	Aud Attachment
	Send Save Draft Send preview Return to Search Results

- The system will generate the student's first name, last name, CAS ID, and Coyote ID for you.
- Click "Send." Student responses will go to your CSUSB email.

B I U Font	- 16 - 🔗 🛓	A-A-@ 👳 🖬 🗄	:= := := :: :: :: :: :: :: :: :: :: :: :	©
100-20				
Dear First Name	st Name,			
CAS ID: Cal State App	ply ID			
Coyote ID: CSU Peopl	leSoft EMPLID			
- Your content here -				
*** <u>Note</u> : Find	d all email communi	ications in the studer	t application's "Email	<mark>s"</mark> section. ***